

SUPERVISOR - STANDARD ENDORSEMENT

FREQUENTLY ASKED QUESTIONS

1. **What does the application fee cover?** For the standard supervisor certificate, the fee is \$75.00, as there is no PRAXIS test required.

CERTIFICATE OPTIONS - EXPLAINED

To apply for the **Standard Supervisor Certificate** in this endorsement:

Submit the following:

- **Completed application for certification or on-line application** (*You can apply on line at https://www6.state.nj.us/DOE_TCIS_ONLINEED/login.jsp or submit a paper application that is available through the county office of education or from the Office of Licensure and Credentials.*)
- **Application Fee: \$75.00** (*Note that fees must be in the form of a certified check or money order payable to "Commissioner of Education" or through a credit card if you apply online.*)
- **Official college/university transcripts** - (*submitted by the college directly to the Office of Licensure and Credentials or by the applicant in a sealed envelope.*)
- **Copies of out of state certificates** - (*Note that certificates issued by cities do not fulfill this requirement.*)
- **Original letter of experience** - (*The original letters must be on school letterhead signed by an appropriate school district official documenting fulltime teaching experience. At a minimum the letter should include your dates of employment, teaching assignment and full or part-time status. If your teaching experience was part-time, the letter needs to include the hours per day, days per week and weeks per year that you were teaching.*)